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<b>Bulletin Number</b>	35024BR
<b>Type of Recruitment</b>	Open Competitive Job Opportunity
<b>Department</b>	Human Resources Countywide Exams
<b>Position Title</b>	GENERAL MAINTENANCE WORKER
<b>Exam Number</b>	R6619G
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	04/25/2014
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	\$2,871.00
<b>Salary Maximum</b>	\$3,752.00
<b>Benefits Information</b>	<b>Represented Employees</b> • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
<b>Position/Program Information</b>	Performs general building maintenance and repair work. Positions allocable to this class typically work under the supervision of a Senior General Maintenance Worker or General Maintenance Supervisor and are responsible for performing a wide variety of building maintenance and repair work involving carpentry, electrical, masonry, painting, plumbing or other mechanical and maintenance skills. Incumbents are required to utilize functional skills in all of these areas.
<b>Essential Job Functions</b>	Performs a wide variety of general maintenance and repair work including:  Carpentry: Assembles and installs shelves, cabinets, and chair rails; hangs pictures and bulletin boards; repairs scratches and scuffs on furniture and woodwork; repairs poorly fitting doors, windows, or drawers; repairs wood flooring.  Electrical: Replaces broken or defective light switches, sockets, outlets, bulbs, fixtures, fluorescent tubes, and starters.  Masonry: Patches broken asphalt and concrete and plaster surfaces; replaces loose bricks or ceramic tile.  Painting: Paints shelves, cabinets, and furniture; does touch-up painting on interior and exterior surfaces; paints parking lot stripes and parking bumpers; paints motors and other mechanical equipment.  Plumbing: Replaces or repairs defective flush valves, faucet and toilet washers and packing; stops leaks in joints by tightening; replaces short lengths of pipe; cleans clogged pipe lines using a snake, closet auger, force cup, or chemicals.  Mechanical: Replaces or adjusts drive belts; maintains and adjusts motors, pumps, and compressors; lubricates and checks heating, cooling, or ventilating systems for proper operation.  Miscellaneous: Replaces glass in windows, doors, and partitions; performs minor sheet metal work; maintains parking lots; makes minor roof repairs; operates and maintains furnaces and low pressure boilers. Inspects buildings to ensure safety and to determine the need for repair or maintenance.  Operates power tools. Maintain and repair various types of equipment and

	tools as needed. Assist journey-level trade positions performing installation work or more difficult repairs as needed. Drive automotive equipment in performance of duties as needed.
<b>Requirements</b>	<b>SELECTION REQUIREMENTS:</b> Two years' experience in general building maintenance and repair involving a variety of minor carpentry, electrical, masonry, painting, and plumbing work.
<b>Physical Class</b>	<b>Physical Class III – Moderate:</b> Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.
<b>License(s) Required</b>	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
<b>Special Requirement Information</b>	<p><b>TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR EMPLOYMENT TESTS:</b></p> <p>An interactive, Online Test Preparation System for taking practice tests and viewing information guides may be accessed on the Department of Human Resources website at: <a href="http://hr.lacounty.gov">http://hr.lacounty.gov</a>. Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."</p> <p>You can also access practice tests for the computerized version of the test by going to the following website:  <a href="http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&amp;data=1444">http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&amp;data=1444</a>.</p> <p>While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.</p>
<b>Examination Content</b>	<p>This examination will consist of a written test that contains both paper and pencil and computerized parts weighted 100% covering mechanical principles (basic knowledge of carpentry, electrical, masonry, painting, and plumbing), mechanical principles (tool identification), mechanical comprehension, safety orientation, achievement, collaboration, confidence, reliability, compliance, and safety judgment.</p> <p>Applicants who are also concurrently applying Senior General Maintenance Worker (R6622E) and General Maintenance Supervisor (R6625D) will take the test one time. The resulting score will be transferred to all applicable examinations for which you applied.</p> <p>Applicants who have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination.</p> <p>This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least a year.</p> <p>WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.</p>
<b>Vacancy Information</b>	Applicants must meet the Selection Requirements and achieve a passing score of 70% or higher in order to be placed on the eligible register.
<b>Eligibility Information</b>	<p>An eligible register resulting from this examination will be used to fill vacancies at various Los Angeles County departments.</p> <p>Applicants will be processed on an as-received basis and promulgated to the eligible register accordingly.</p> <p>The names of candidates receiving a passing grade in the examination will</p>

be placed on the eligible register for a period of twelve (12) months from the date the list is created.

**NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.**

**Application and  
Filing  
Information**

All applicants are required to submit a Standard County of Los Angeles Employment Application ONLINE only. Applications will not be accepted by mail, fax, or in person.

**INSTRUCTIONS FOR FILING ONLINE:**

To access this bulletin online, visit our website at <http://hr.lacounty.gov> or enter the direct link below:

[https://sjobs.brassring.com/1033/asp/tg/cim\\_jobdetail.asp?partnerid=25082&siteid=5045&areq=35024BR](https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=35024BR)

Apply online by clicking on the tab above or below this bulletin that reads "Apply to Job".

Applicants may upload required or additional documents (i.e. copy of degree, certification, etc.) as attachment(s) at the time of filing or during the examination process.

The acceptance of your application depends on whether you have clearly shown that you meet the SELECTION REQUIREMENTS. Please fill out the application completely and correctly. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

**SOCIAL SECURITY NUMBER:**

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:**

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los  
Angeles  
Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons,

regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Eric De Guia
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<b>ADA Coordinator Phone</b>	(213) 738-2057
<b>Teletype Phone</b>	(800) 899-4099
<b>California Relay Services Phone</b>	(800) 735-2922
<b>Job Field</b>	Building Crafts/Facilities Maintenance
<b>Job Type</b>	Service/Maintenance

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